

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

READVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY

ANNOUNCEMENT NO: CFSA-09-P015 **POSITION:** REVENUE QUALITY ANALYST,
DS-301-13
OPENING DATE: 12/17/08 **CLOSING DATE:** OPEN UNTIL FILLED

IF "OPEN UNTIL FILLED" **12/31/08** **SALARY RANGE:** DS-13 \$74,888 - \$96,497
(And every two
weeks thereafter)

WORK SITE: WASHINGTON, D.C. **TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE **AREA OF CONSIDERATION:** Unlimited

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA), Business Services Administration

DURATION OF APPOINTMENT: | X | Permanent | | Term (13 months to 4 years) NTE: _____
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| X | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may
be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

Works as a Revenue Quality Analyst in the Business Services Administration (BSA), Office of the Deputy Director for Administration (ODDA), Child and Family Services Agency (CFSA), developing, implementing and maintaining the BSA's comprehensive data quality control and revenue quality assurance programs. Develops and implements an effective revenue and data quality assurance system based on best practices which monitor the Business Services Administration's practices, policies and outcomes, in compliance with the high standards to support and encourage revenue enhancement. Develops modeling, forecasting, and other analytical tools to improve planning and decision-making approaches in the organization. Develops and implements a quality control system to review FACES data for accuracy. Recommends process for revenue-related data error detection and correction, operational support for enhancements to FACES, and process control and improvement. Monitors data for accuracy, correctness of format, and timeliness to increase management's decision-making ability. Develops, documents, maintains and distributes data quality goals and standards. Monitors compliance of information flows and data stores against data quality standards. Reviews and evaluates monthly actual versus revenue projections, to ensure current revenue activity is on target. Provides advance warning to management of any possible barriers to reaching revenue goals. Conducts internal auditing and data comparison of FACES.net, Title IV-E determinations, Title IV-E claiming, Medicaid TCM and Rehab claiming and documentation to promote compliance, consistency and data integrity. Reviews and evaluates various FACES.net management reports for monthly trends. Evaluates BSA's plans, revenue forecasts, and cost/benefit analyses to verify consistency and alignment with Agency plans, priorities, and revenue projections. Identifies, prevents and corrects unsatisfactory factors which impact eligibility determinations as well as accurate record keeping. Ensures that CFSA maintains compliance with federal and District Title IV-E and Title XIX regulations and policies to help minimize or prevent disallowances. Provides data critical to the research of denied/unpaid Medicaid claims and provides reasons for, as well as solutions to nonpayment. Reports on records management practices and assists with the re-engineering of records management business processes. Develops and reports metrics for each revenue stream for which the BSA is responsible.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of quality assurance/control methods, principles and practices including statistical analysis and sampling techniques;
2. Knowledge of quality control inspection, evaluation and measurement techniques associated with Medicaid program and requirements;
3. Knowledge of federal and District child welfare regulations and applicable legislation;
4. Excellent analytical, quantitative and reporting skills in finance, and revenue projection to translate financial information to business consequences/solutions, to conduct random internal audits, and to develop recommendations and;
5. Thorough knowledge of Windows-based software, including Word, Excel, Access, and on-line database systems;
6. Ability to communicate effectively both orally and written;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	FAX TO:	(202) 727-5750	WEBSITE:	www.cfsa.dc.gov
	EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
